



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION 4
ATLANTA FEDERAL CENTER
61 FORSYTH STREET
ATLANTA, GEORGIA 30303-8960

MEMORANDUM

DATE: June 25, 2015

SUBJECT: Selection Process for Water Quality Standards Coordinator Position

FROM: Annie M. Godfrey, Chief *Annie M. Godfrey*
Water Quality Standards Section

TO: Johnnie Purify, Acting Chief
Water Quality Planning Branch

The position of the Water Quality Standards (WQS) Coordinator is being filled to meet a critical need in the Water Protection Division. The position will be advertised in USA Jobs and is open to all eligible candidates at the GS-9 levels. Joel Hansel, a senior WQS coordinator, is the Subject Matter Expert. The interview panel will consist of three employees from the Water Quality Standards Section, including Anna Cornelious, Joel Hansel, and me.

The process for conducting interviews and making the selection is as follows. Panel members will receive the information submitted through USA Jobs. Panel members will meet prior to the first interview to discuss the interview process. All applicants will have the same amount of time to respond to the questions listed below. After the interviews are completed, comments from the panel members will be solicited. The panel will identify the top candidate(s). The attributes of each these candidates will be discussed with you including a recommendation for selection. We will then brief the Division Director or a deputy to discuss our selection. After receiving concurrence from the Division Director or deputy, I will notify the Shared Service Center of my selection.

Concurrence:

Johnnie Purify 6/25/2015

Johnnie Purify, Acting Chief
Water Quality Planning Branch